Gateway Area Development District
Board of Directors' Meeting
December 6, 2024 | 10:30 AM
110 Lake Park Drive | Morehead, Kentucky 40351

Meeting Minutes

1. INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Quentin Murphy gave the invocation. Board members, staff, and guests in attendance joined Mayor Al Botts, Chairman, in the Pledge of Allegiance.

2. CALL TO ORDER

The meeting was called to order by Chairman Botts. Board members, staff, and guests introduced themselves and their affiliations.

3. ROLL CALL

Judge Stiltner, Secretary, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County Members	Menifee County Members	Montgomery County Members
☒ Judge Forrest McKenzie	☒ Judge Rick Stiltner	☒ Judge Chris Haddix
☐ Mayor Gary Hunt	☒ Mayor Stacy Smallwood	☒ Mayor Al Botts
☐ Ms. Jacky Watson	☒ Ms. Phyllis Lawson	☒ Ms. Taunya Jones
Morgan County Members	**Rowan County**	**Regional**
☒ Judge Jim Gazay	☒ Judge Harry Clark	☒ Mr. Quentin Murphy
☒ Mayor Kyle Risner	☒ Mayor Laura White-Brown	
☐ Ms. Regina Thomas	☒ Mr. Bill Redwine	

4. CONSIDERATION OF MEETING MINUTES

a. The October 29, 2024, Board of Directors' meeting minutes were presented for consideration. Judge Stiltner moved, and Judge Jim Gazay seconded that the minutes be approved as presented. Motion carried.

5. FINANCIAL MATTERS

a. October 2024 Finance Report – The October 2024 Finance Report was presented to the Board, and Ms. Diann Donaldson detailed the document. No questions or concerns were addressed. Ms. Phyllis Lawson moved to accept the Finance Report as presented, with a second by Judge Harry Clark. Motion carried.

b. October 2024 Fundraising Account Report – Ms. Donaldson presented the October 2024 Fundraising Account Report. No questions or concerns were addressed. Judge Stiltner made a motion to approve the report as presented. Mr. Bill Redwine seconded. Motion carried.

c. Fiscal Year 2024 Audit Presentation – Ms. Lori Dearfield, with Kelley Galloway Smith Goolsby, PSC, presented the Fiscal Year 2024 audit to the Board. Ms. Dearfield provided the Board with a hardcopy of the audit and detailed a PowerPoint presentation containing the highlights of the audit. She discussed including monies from the Medicaid Waiver Participant Directed Services program in the audit. The Auditor of Public Accounts (APA) made this request, as other Area Development Districts have historically incorporated this information in their audits. Ms. Dearfield informed the Board that it was a clean audit and that the ADD staff members were cooperative throughout the process. The audit was still considered a draft as GADD has not yet received final approval from

the APA. Judge Clark moved to approve the Fiscal Year 2024 audit, pending final approval from the APA. Judge Gazay seconded. Motion carried.

6. ORGANIZATIONAL CHART AMENDMENT

Chairman Botts stated that there are two (2) proposed changes to the organizational chart. The first is the addition of a new position, the Finance Specialist, under the Director of Finance. The second proposed change is updating a job title – Communications & Operations Specialist (was Associate). Judge Stiltner moved to approve the organizational chart as presented, with a second by Judge Forrest McKenzie. Motion carried.

7. KENTUCKY INTERGOVERNMENTAL REVIEW PROCESS (KIRP) REPORT

A document was provided to the Board. Mr. Joshua Farrow presented and detailed the projects included in the KIRP report. The document included: (1) Morehead Utility Plant Board (Eastern Light Distilling Water Project) – The project proposes to install water-related infrastructure to support the proposed distillery. The estimated project cost is $2,000,000.00. (2) Morehead Utility Plant Board (Eastern Light Distilling Water Project) – The project proposes to install wastewater-related infrastructure to support the proposed distillery. The estimated project cost is $2,000,000.00. (3) City of West Liberty (I&I Reduction and Sewer Line Replacement Project) – The project will replace problematic sewer lines and manhole infrastructure in various areas of the City's wastewater system. The project will also install a new lift station, with back-up generator, and complete an inflow and infiltration inspection. The estimated project cost is $2,329,364.00. (4) City of Mount Sterling (Transforming the Adena Trail: A Community Resilience and Environmental Restoration Initiative) – This is a comprehensive project aimed at revitalizing the Adena Trail corridor in Mount Sterling. The initiative addresses environmental challenges, enhances community resilience, and fosters cultural connection, particularly benefiting low-income and minority populations in a historically underserved area. The project will include green infrastructure, mobility enhancements, a state-of-the-art facility, and public engagement and education efforts. The estimated project cost is $16,320,350.00. Judge Chris Haddix moved to approve the KIRP report, and Judge Stiltner seconded. Motion carried.

8. 2024 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) UPDATE

Ms. Jocelyn Gross presented highlights from the 2024 CEDS plan to the Board. Ms. Gross explained the updates that were made as a result of the local CEDS meetings conducted in each county in the weeks preceding the Board of Directors' meeting. The updates included new data for housing and commuting patterns, as well as updates to the individual county and regional project lists. Chairman Botts noted that the Executive Committee reviewed and approved the plan update during the November 26, 2024, meeting, and the document was submitted to the Economic Development Administration (EDA) on December 1, 2024. He thanked the local officials and citizen members for participating in the county stakeholder meetings. A resolution approving the 2024 CEDS update was presented to the Board for their endorsement. Judge Stiltner moved to approve the 2024 CEDS update with a second by Judge Gazay. Motion carried.

9. FISCAL YEAR 2025 WATER AND WASTEWATER PROJECT RANKING

The Fiscal Year 2025 Water and Wastewater Project Rankings were provided to the Board. Chairman Botts explained that pursuant to legislation and GADD's contract with the Kentucky Infrastructure Authority (KIA), each year, the Water Management Council ranks the region's priorities for water and wastewater infrastructure. Projects from each utility are selected for prioritization and go through a scoring process based on specific criteria. How each project scored on both a county and regional level is included on the ranking sheets. The rankings are up for approval later the same day during the Water Management Council meeting. Judge Stiltner moved to approve the Fiscal Year 2025 Water and Wastewater Project Rankings, pending Water Management Council approval. Judge Haddix seconded. Motion carried.

10. AGING COUNCIL

Chairman Botts informed the members that the Aging Council has not met and conducted business since August 2023. Since that time, several attempts have been made to meet and conduct business. However, the Council has

been unable to officially meet due to a lack of quorum. After a lengthy discussion between the members, including input from Mr. Redwine, who serves as the Chair of the Aging Council, Judge Stiltner moved to reorganize the Aging Council. Included in the motion, the current terms for all Aging Council members end effective immediately. There is also to be a review of the Aging Council By-Laws. Recommendations for by-law changes and membership composition will be brought before the Board of Directors at their next regularly scheduled meeting on February 25, 2025. Judge McKenzie seconded. Motion carried. Chairman Botts, Mr. Redwine, Mr. Jason Boggs (GADD's Director of Aging & Independent Living), and Mr. Farrow (GADD's Executive Director) will serve as the steering committee to make recommendations to the Board. Mr. Farrow communicated to the Board that letters would be sent to all Aging Council members to inform them of this action.

11. EXECUTIVE DIRECTOR REPORT

A document was provided to the Board. Mr. Farrow updated the Board on the following items.

Area Development Fund (ADF) Report – A document was provided to the Board. No changes have been made.

Revolving Loan Fund (RLF) Report – A document was provided to the Board. Mr. Farrow informed the Board that GADD has 19 active loans with an outstanding balance of $2,015,826.81. There is currently $117,336.73 available to lend in the RLF.

Personnel Update – Mr. Farrow outlined the various personnel changes that occurred, which are all outlined in the Executive Director Report document. Ms. Brenda Williamson was hired as a temporary Montgomery County Senior Center Assistant, effective November 1, 2024 (through December 27, 2024).

Ms. Kenzie Kohrs, GIS Specialist, resigned effective November 27, 2024. Ms. Kohrs will continue to assist GADD in a part-time temporary capacity (through June 30, 2025). Mr. Darrion Grigson, part-time temporary Waiver Finance Assistant, resigned effective November 27, 2024.

Vacancies – Mr. Farrow reviewed the current position vacancies within the organization. GADD is currently seeking a Project Administrator, GIS Specialist, Finance Specialist, and a Montgomery County Senior Center Assistant.

GADD Employee Contact Information Document – The contact sheet was provided to the Board.

Gateway Regional Childcare Economic Impact Study – Mr. Farrow updated the Board on the Regional Childcare Economic Impact Study that was presented to the members at the last meeting on October 29, 2024. Mr. Farrow stated that he is targeting releasing the study in mid-December.

Joanie Bernard Foundation Grant – Mr. Farrow briefed the members that GADD is anticipating a second straight grant award from the Joanie Bernard Foundation to spay and neuter cats in the five-county Gateway region service area. The grant award would be for $100,000.00, with a grant performance period of January 1, 2025 – December 31, 2025.

Operations & Maintenance – Mr. Farrow outlined the following items:

- 2024 KACo Appraisal Report completed on GADD main office site. Estimate of values are: Building: $2,180,500.00; Contents: $475,000.00; Property in the Open: $15,400.00 = Total $2,670,900.00.
- Main office roof repairs – The ridge cap on the west end of the building sustained wind damage during Hurricane Helene. Additional repairs were identified when exposed rusted nail heads were observed, which were used to install the copper sheeting along all the ridge caps on the building's roof. Existing damage will be repaired, and the remaining ridge caps will be replaced as preventative maintenance.

- HVAC repairs – Due to existing geothermal lines being exposed as a result of the pond water levels, the organization is looking into having geothermal wells drilled.
- Rational Combi Oven – The interior glass in the oven shattered on November 13, 2024. Replacement glass was installed the following week (covered under warranty). The oven door gasket is in the process of being replaced.

October 29, 2024 Executive Committee Meeting Minutes – The minutes were provided to the Board.

November 26, 2024 Executive Committee Meeting Minutes – The minutes were provided to the Board.

GADD Website Update – Due to an internet outage, the website demo did not occur.

12. ORGANIZATIONAL IMPACT REPORTS

a. Aging & Independent Living Department – A document was provided to the Board. Mr. Jason Boggs outlined the document and gave updates regarding GADD's Aging Department.
b. Senior Centers Division – A document was provided to the Board. Ms. Emily Jordan outlined the document and gave updates regarding GADD's Senior Centers Division.
c. Planning Department – A document was provided to the Board. Ms. Gross outlined the document and gave updates regarding GADD's Planning Department.
d. Workforce Department – A document was provided to the Board. Ms. Brittany Layne and Ms. Haley Allen outlined the document and gave updates regarding GADD's Workforce Department.

13. GUEST SPEAKER – DEPARTMENT FOR LOCAL GOVERNMENT

a. Commissioner Matt Sawyers, with the Department for Local Government (DLG), briefed the Board, staff, and guests on matters related to the department. Commissioner Sawyers specifically discussed state and federal programs that DLG oversees, program funding availability, and the impact the department makes in the Gateway region. In closing, Commissioner Sawyers congratulated the organization on winning the 2024 Peggy Satterly Spirit of Kentucky award for the Menifee County Senior Center/Gateway Regional Kitchen project and opened the discussion for questions.

14. UPDATES AND ANNOUNCEMENTS

a. Federal Partners – Ms. Stephanie Nelson, with Senator McConnell's office, provided updates.
b. State Partners – No state partners were present.
c. Other local partners provided comments.

15. CHAIRMAN'S AND BOARD MEMBERS' COMMENTS

No comments were made.

16. OTHER BUSINESS

No comments were made.

17. UPCOMING BOARD OF DIRECTORS' MEETING

Chairman Botts announced that the next Board of Directors' meeting would take place on February 25, 2025, at 10:30 AM, at the GADD main office.

18. ADJOURNMENT

With no further business to discuss, Chairman Botts asked for a motion to adjourn with no further business to discuss. Judge McKenzie motioned, and Judge Gazay seconded. Motion carried.

APPROVED:

Mayor Al Botts, Chairman

02-25-2025
Date

Judge Rick Stiltner, Secretary

02-25-2025
Date